

بنك أسئلة

الصف  
الخامس  
الابتدائي  
٢٠٢٣

# التميز

أ/ محمود سعيد



EL MOTAMYEZ QUESTIONS BANK

# ICT

Second Term Final Revision

BY

MR . Osama Youssef



نسخة  
مجانية

ملحق الإجابات  
بالداخل



El.Motamyez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز ال QR Code  
أو من خلال صفحة "التميز - أ/ محمود سعيد".  
يرجى مراعاة حقوق صاحب المحتوى عند النشر.

# EL MOTAMYEZ - ICT Questions Bank

## Final REVISION

### Question 01

choose the correct Answer

- 1 To display a street or an area map, you can check .....  
 3 ☐ a EKB ☐ b search engines ☐ c online maps
- 2 In computer binary system, the value (1) represent ..... in terms of electrical signals.  
 3 ☐ a On ☐ b off ☐ c pass
- 3 The meta information for the sites are placed ..... each link .  
 3 ☐ a Above ☐ b below ☐ c opposite
- 4 To solve the problem of screen freezes, you can use .....  
 3 ☐ a Alt-tab-del ☐ b Alt-ctrl-del ☐ c Alt-ctrl-tab
- 5 ..... are types of digital communication.  
 3 ☐ a Synchronous ☐ b Asynchronous ☐ c both of them
- 6 recently, ..... are being used instead of power generated from fossil fuels.  
 3 ☐ a wind and solar power ☐ b natural gas and oil ☐ c a&b
- 7 ..... Communication is appropriate in formal situations.  
 3 ☐ a Synchronous ☐ b Asynchronous ☐ c both of them
- 8 Online learning environments include .....  
 Communication  
 3 ☐ a Synchronous ☐ b Asynchronous ☐ c both of them
- 9 Dr. Diego used his knowledge of ..... to program the air conditioners and refrigerators in a new energy-efficient way.  
 3 ☐ a Sensors ☐ b thermostat ☐ c software
- 10 ..... allows you to read more about the site before clicking on the link.  
 3 ☐ a Online libraries ☐ b Meta information ☐ c Egyptian knowledge bank



- 11** Dr. Diego develops the use of technology to build data systems related to  
 [3] **a** renewable energy **b** fossil fuels **c** debris
- 12** A Creative Commons search is a resource to find ..... materials.  
 [3] **a** copyright-free **b** protected **c** digital
- 13** ..... are devices that communicate information back to a computer.  
 [3] **a** sensors **b** thermostat **c** wifi
- 14** Thermostat used in refrigerators to measure .....  
 [3] **a** temperature **b** energy **c** humidity
- 15** If you downloaded a software program, you can find the program in ..... Folder.  
 [3] **a** Installed **b** favourite **c** Downloads
- 16** ..... communication is appropriate When the information is urgent  
 [3] **a** Synchronous **b** Asynchronous **c** both of them
- 17** Computers use ..... number system to store data more efficiently.  
 [3] **a** Binary **b** decimal **c** octal
- 18** Online libraries such as ..... have secure, verified information.  
 [3] **a** Wikipedia **b** the Alexandria Library **c** social media
- 19** The binary system uses the values ..... to express the binary numbers system.  
 [3] **a** 0 **b** 1 **c** both of them
- 20** ..... provide clear and accurate directions to the required places.  
 [3] **a** Online libraries **b** Online museum **c** Online maps
- 21** You can use Alt-Ctrl-Del to solve the problem of screen freezes. In .....  
 [3] **a** Windows **b** android **c** iphone
- 22** Dr. Diego holds a PhD from the University of .....  
 [3] **a** Chicago **b** California **c** New York



- 23 ..... communication need instant(immediate) response.  
 (a) Synchronous (b) Asynchronous (c) both of them
- 24 We can use search engines such as .....  
 (a) Bing (b) google chrome (c) a&b
- 25 When the answer doesn't require much thought and preparation, you can use ..... Communication .  
 (a) Synchronous (b) Asynchronous (c) both of them
- 26 In Egypt, a data and information management system was built to improve ..... system.  
 (a) investment (b) irrigation (c) industry
- 27 Web page's ..... break up information and allow your audience to see what a particular section of your story is about.  
 (a) Heading (b) Subheadings (c) main text
- 28 Ms. Keiner used an app called ..... to collect data about PPE litter.  
 (a) the Debris Tracker (b) Zoom (c) Satellite
- 29 ..... is the language that will be displayed on a web browser.  
 (a) php (b) HTML (c) HMLT
- 30 The Debris Tracker application collects ..... of PPE litter  
 (a) Information (b) data (c) errors
- 31 The number of slides in a presentation should not be more than ..... Slides  
 (a) 10 (b) 20 (c) 30
- 32 The Egyptian Ministry of Environment started "Go Green" initiative in 2019, on the basis of .....  
 (a) Social studies (b) Social responsibility (c) environmental
- 33 You can use ..... Program to make a film from a selection of images.  
 (a) Movie Maker (b) excel (c) word
- 34 One of your rights as a digital citizen is protection from .....  
 (a) Privacy (b) piracy (c) sharing



- 35 When researching a topic you can use offline sources such as .....
- (a) books (b) digital articles (c) blogs
- 36 ..... Is/are important social issues.
- (a) fighting pollution (b) climate change (c) a&b
- 37 To create a formula, you can use .....
- (a) + (b) - (c) =
- 38 If a site is spreading false or harmful information, you should .....
- (a) Proceed visiting that site (b) stop visiting that site (c) stop visiting internet
- 39 You can use ..... For collecting data.
- (a) Word & Excel (b) pen & papers (c) all the previous
- 40 The abbreviations and nicknames are only appropriate with .....
- (a) People of authority (b) People of authority (c) close friends
- 41 You can use ..... to send your work to your teacher or colleagues.
- (a) Microsoft word (b) Paint (c) email
- 42 When you're communicating with a person of authority, you should ...
- (a) Be respectful (b) Avoid making jokes (c) a&b
- 43 you can set up a word document to be edited by group members at different locations by setting up.....
- (a) Email (b) online editing (c) online search
- 44 You should be conversational and add warmth to your conversation using
- (a) familiar words (b) contractions (c) a&b
- 45 Using collections feature in Microsoft Edge, You can add .....
- (a) Videos & images (b) text & notes (c) a&b
- 46 Alexandria Digital Library and Egyptian Knowledge Bank are ..... Libraries
- (a) Online (b) offline (c) a&b



- 47 Websites can use information about the sites you visit to show .....  
about your interest.  
(a) Reviews (b) advertisements (c) information
- 48 .....provide one of the largest collection of online resources all  
over the world.  
(a) EKB (b) Wikipedia (c) ADL
- 49 The purpose of non-commercial websites is to .....  
(a) sell products (b) sell services (c) provide information
- 50 ..... help you to save time and find information easily.  
(a) About link (b) menus (c) URL
- 51 The purpose of commercial websites is .....  
(a) Provide information (b) sell products and services (c) raise awareness
- 52 ..... is a software programs that is used to create websites.  
(a) WordPress (b) Excel (c) PowerPoint
- 53 When you start creating your website, you can choose .....  
(a) a blank template (b) pre-loaded template (c) a or b
- 54 ..... websites often include customer reviews and  
advertisements.  
(a) Commercial (b) non-commercial (c) a&b
- 55 ..... help you to avoid scrolling and spending too much time  
looking for information  
(a) Menus (b) About link (c) contact link
- 56 ..... help customers decide if they want to buy a particular  
product or not.  
(a) Reviews (b) EKB (c) a&b
- 57 The Egyptian Knowledge Bank is a great digital library that includes  
(a) Articles and books (b) encyclopedias and dictionaries (c) a&b
- 58 ..... help business to develop products.  
(a) Customer reviews (b) Advertisements (c) a&b



- 59 It's OK to be casual in tone, if you're communicating with .....
- (a) A person in authority (b) a family member (c) unknown person
- 60 ..... aren't usually good indicators about a product or service's true value.
- (a) Extreme reactions (b) overly positive reviews (c) a&b
- 61 One of the ways to respect online sources is ..... sources
- (a) ignore (b) crediting (c) download
- 62 ..... is a web browser that comes with Microsoft Windows.
- (a) Microsoft Edge (b) Microsoft Word (c) Google chrome
- 63 Many companies include ..... as part of their business plan.
- (a) money plan (b) rights (c) CSR tasks
- 64 The ..... feature in Microsoft Edge organizes research in one place.
- (a) add current page (b) Collections (c) toolbar
- 65 The data uploaded by Ms. Keiner, her colleagues and her followers are in the form of ..... that showing the different kinds of debris.
- (a) GPS map locations (b) infographics (c) a & b
- 66 The first step to start a collection in Microsoft Edge is .....
- (a) Select collections icon from toolbar (b) add current page (c) type title to the collection
- 67 Personal protective equipment (PPE), such as .....
- (a) Facemasks (b) disposable gloves (c) a & b
- 68 You can use ..... to edit and save the images you create and insert them into your document.
- (a) Microsoft word (b) Paint (c) email
- 69 Peg Keiner is from .....
- (a) New Yourk (b) Chicago (c) China
- 70 Before starting a project, you should discuss ..... in groups.
- (a) The final product (b) The tools and things needed to deliver the project on time (c) both of them



- 71 You can insert ..... to make text have even more impact in PowerPoint.  
 (a) Audio (b) video (c) WordArt
- 72 You can use ..... to add the values of cells in excel  
 (a) + (b) - (c) =
- 73 ..... allow you to plan your ideas and pre-visualize the results of a presentation.  
 (a) WordArt (b) Storyboards (c) Storytelling
- 74 ..... Program is used to create tables and graphs.  
 (a) MS word (b) MS. Excel (c) MS. PowerPoint
- 75 The time of PowerPoint presentation should not be longer than ..... minutes.  
 (a) 10 (b) 20 (c) 30
- 76 ..... is the program used to handle numeric data.  
 (a) MS word (b) MS. Excel (c) MS. PowerPoint
- 77 You can choose ..... from file menu to save a file as a web page .  
 (a) Save as (b) save (c) share
- 78 ..... Considered a good way to share data, especially numbers.  
 (a) Graphs (b) charts (c) both of them
- 79 The collected data uploaded to the Debris Tracker includes The ..... of PPE litters  
 (a) locations (b) types (c) a&b
- 80 In PowerPoint , You can put important text in ..... font to make that text stand out.  
 (a) Bold (b) normal (c) small
- 81 Egypt's "Go Green" initiative spreads awareness of ..... issues .  
 (a) Technological (b) Health (c) environmental
- 82 You should respect ..... when using other's photos, videos and audio files.  
 (a) The intellectual property rights (b) piracy (c) both of them



- 83 Ms. Keiner piloted social media campaigns on ..... to encourage followers to collect PPE  
 (a) Twitter (b) Instagram (c) a & b
- 84 The font used in a PowerPoint presentation should be no smaller than ..... -point size.  
 (a) 10 (b) 20 (c) 30
- 85 ..... is one of your responsibilities as a digital citizen.  
 (a) Privacy (b) respect other's privacy (c) piracy
- 86 you can use Microsoft Word to create  
 (a) report (b) web pages (c) a & b
- 87 Peg Keiner uses ..... to spread information about how to safely get rid of the problem of PPE.  
 (a) Social media (b) WhatsApp (c) EKB
- 88 The web page heading should have a ..... font size than the rest of the text.  
 (a) smaller (b) larger (c) normal
- 89 When you communicate using ..... Your emotions will be visible  
 (a) Email (b) instant messaging (c) video chat
- 90 Subheadings have a ..... font size than headings.  
 (a) smaller (b) larger (c) normal
- 91 If you are writing to a person that you never meet him, you should ..... yourself first.  
 (a) Introduce (b) produce (c) engage
- 92 The EKB and ADL websites have specialized .....  
 (a) Personal information (b) search engine (c) a. a&b
- 93 ..... is an example of a commercial website .  
 (a) EKB (b) Amazon (c) WordPress
- 94 You can get information about a product by:  
 (a) Reviews (b) advertisements (c) a&b



- 95 ..... is an example of a non-commercial website.  
 (a) EKB (b) Amazon (c) Jumia
- 96 Some one write a comment: "It is very bad product, I wish I could evaluate it with zero! " This is considered .....comment.  
 (a) Positive (b) negative (c) non of them
- 97 ..... make a suggestion to correct spelling and grammar errors.  
 (a) Microsoft Edge (b) Microsoft Editor (c) Microsoft windows
- 98 MS Word can be edited by numerous users at different locations, if there is an available .....  
 (a) Keyboard (b) printer (c) internet connection
- 99 To add titles or labels of a graph, you can choose ..... From toolbar.  
 (a) Add Chart Element (b) Format (c) Change chart type
- 100 You can change the color of a graph/chart using ..... From toolbar.  
 (a) Format (b) Quick layout (c) Change chart type
- 101 An..... is just like your favourite TV show or movie.  
 (a) EKB (b) effective presentation (c) tables
- 102 In ....., you can use different background colors.  
 (a) Web browsers (b) PowerPoint (c) excel
- 103 You can use..... in PowerPoint to offers alternatives to the normal black-and-white design of your presentation.  
 (a) Design tab (b) View tab (c) insert tab
- 104 Full first name is used when you communicate with .....  
 (a) classmate you know (b) classmate don't know (c) Your friend
- 105 In nonverbal communication like sending text messages, the meaning may be .....  
 (a) Interpreted successfully (b) misinterpreted negatively (c) clear
- 106 Nonverbal communication doesn't show .....  
 (a) eye contact (b) gestures& posture (c) a&b
























- 107 You can access information online as this is one of your ..... as a digital citizen.  
 (a) responsibilities (b) rights (c) privacy
- 108 Ms. Keiner is a Global Goals Ambassador for the .....  
 (a) United States (b) United Nations (c) United Emirates
- 109 ..... includes taglines that provide short pieces of information about the website.  
 (a) Icons (b) menus (c) About link
- 110 ..... allow visitors to contact or learn more about the people involved in a website.  
 (a) About link (b) contact link (c) both of them
- 111 Commercial websites often include....., which can be helpful to both the business and the customer.  
 (a) customer reviews (b) customer services (c) non of them
- 112 You should click ..... to save this page in the Microsoft Edge collections.  
 (a) Add all pages (b) add next page (c) add current page
- 113 You can select collections icon from ..... Of Microsoft Edge.  
 (a) toolbar (b) Toolbox (c) toolkit
- 114 When searching a topic you can use .....  
 (a) Online sources (b) offline sources (c) both of them

## Question 02

put ( √ ) or ( × )

- 1 [3] General search engines are useful and lead you to reliable pages . ( )
- 2 [3] All online sources are safe to download programs . ( )
- 3 [3] E-mail is an example of asynchronous communication, but recorded video is an example of synchronous communication. ( )
- 4 [3] Binary system uses the values 1 & 2 . ( )
- 5 [3] Synchronous communication is useful any time ( )
- 6 [3] Sensors are used to monitor how much energy refrigerators and air conditioners use throughout the day. ( )



- 7  Energy efficiency is not important ( )
- 8  Online libraries are verified and accurate. ( )
- 9  We can use technology to solve many problems ( )
- 10  Dr. Ponce was able to balance the power grid by moving and storing the electricity ( )
- 11  electricity uses in a certain town change throughout the day ( )
- 12  Using technology to collect data is not important in planning for the future ( )
- 13  video chats, live television shows are examples of asynchronous communication ( )
- 14  Always be sure your message is clear when communicating online ( )
- 15  software programs are such as Microsoft Office and Google chrome ( )
- 16  Asynchronous communication is real-time communication ( )
- 17  All software programs require a restart after updating or installing programs ( )
- 18  The Sensors are devices used to measure temperature ( )
- 19  Google Maps are accurate and they are regularly updated. ( )
- 20  All online information is trusted ( )
- 21  Online libraries is one of the ways to get information ( )
- 22  Specialized search engines may lead you to unreliable pages or unsafe pages. ( )
- 23  All software programs are automatically updated. ( )
- 24  You must update all software programs manually ( )
- 25  Egypt uses data and information management system ( )
- 26  Dr. Diego used technology to reduce energy waste ( )
- 27  A Creative Commons search is used to find content that subject to copyright ( )
- 28 Peg Keiner is a biologist ( )
- 29 You can save web page from Edit menu ( )
- 30 Twitter and Instagram are common social media platforms ( )
- 31 Font size of the main text should be larger than subheadings ( )



- 32 The data uploaded to the Debris Tracker was analyzed and the results were used by researchers ( )
- 33 storyboard allows you to tell the story you want in a complicated way. ( )
- 34 The protection from piracy is one of your responsibilities as a digital citizen ( )
- 35 The number of slides in a presentation should be more than 10 slides ( )
- 36 We can use the internet to contribute in social activities that help solve social issues ( )
- 37 In designing posters, It is preferable to use more than three colors to catch the viewer's eye . ( )
- 38 Corporates use the internet to help others ( )
- 39 It is recommended to Put the collected data into specific files and folders ( )
- 40 abbreviations and nicknames are appropriate to communicate with strangers ( )
- 41 It is not necessary to tell your group members that you're sending an attachment via email ( )
- 42 when you are on a video call, your feelings are invisible ( )
- 43 Microsoft Word is an efficient program to use when working on projects. ( )
- 44 The Alexandria Digital Library offers the world's largest collection of online educational resources ( )
- 45 Microsoft editor correct errors without any intervention from your side ( )
- 46 Helpful websites have search engines inside the website ( )
- 47 Commercial websites often include customer reviews ( )
- 48 EKB offers material that is subject to copyright. ( )
- 49 You can't download files from EKB website ( )
- 50 Websites menus waste time when you search for information ( )
- 51 You can be more casual in tone with your teacher ( )
- 52 The Egyptian Knowledge Bank is an example of commercial website. ( )
- 53 To avoid misinterpretation in online communication , You should assume the best ( )
- 54 A review that's overly positive or negative should be trusted. ( )
- 55 Improving health care is considered an important social issue ( )





- 56 If you visit a certain website, or focuses on a specific brand, that brand might pop up more whenever you visit other websites ( )
- 57 Debris Tracker app can be downloaded on your phone for free ( )
- 58 You can't add web pages to your Microsoft Edge collection ( )
- 59 PPE is an abbreviation for personal protective equipment ( )
- 60 You must use the same device to use your collections in Microsoft Edge ( )
- 61 Use simple fonts, so your message is easy to read ( )
- 62 Before starting a project, it is not necessary to discuss what the final product will be. ( )
- 63 The 10-20-30 rule is used in MS excel ( )
- 64 One of the tools you may need for a group project is E-mail ( )
- 65 You can insert shapes in MS word only ( )
- 66 Assigning roles to the group members is crucial when starting a project ( )
- 67 AutoSum is used to sum cell values automatically in excel. ( )
- 68 Understanding the roles group members will play in the project is important. ( )
- 69 Be sure to answer any questions group members may have ( )
- 70 When researching a topic, you should first define a research question ( )
- 71 Group members cannot work together on a Word document at the same time. ( )
- 72 Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. ( )
- 73 You can decide either to accept or ignore each suggestion of the editor ( )
- 74 WordArt is an amazing feature in Excel ( )
- 75 Google chrome is a type of browsers that comes with Windows ( )
- 76 It is recommended to put important text in bold to make key information stand out. ( )
- 77 Some rival business write negative reviews on their competitors' sites ( )
- 78 The intellectual property rights of others is not important when using their photos or videos ( )
- 79 The purpose of non-commercial websites is to sell products or services ( )



- 80 A PowerPoint Presentation should present too much information ( )
- 81 Icons on a website can be clicked to reach other sections or webpages ( )
- 82 Subheadings have a larger font size than headings ( )
- 83 You should use full sentences, proper grammar and correct spelling. ( )
- 84 web pages can't include audio and video ( )
- 85 Being socially responsible includes being mindful of the websites you use ( )
- 86 Web pages just include large images ( )
- 87 The "Go Green" initiative in Egypt spreads awareness of environmental issues ( )
- 88 Debris Tracker app record the location only ( )
- 89 you can use Microsoft Word to create a web page ( )
- 90 The audio you added to your presentation should be too long to attract more people ( )
- 91 An effective presentation is just like your favorite TV show or movie ( )
- 92 MS word is used to collect numeric data ( )
- 93 It is not available to edit a Word document online ( )
- 94 You can't add videos or links to a collection in Microsoft Edge ( )
- 95 Reviews and comments affect positively or negatively on products and services. ( )
- 96 Non-commercial websites are used to raise awareness on an issue ( )
- 97 ADL is considered on of the unreliable online sources ( )
- 98 When you are writing messages, feelings are more easy to convey ( )
- 99 piracy is one of your rights as a digital citizen. ( )
- 100 Ms. Keiner work alone to collect litter data ( )
- 101 Microsoft PowerPoint is used to create an effective presentation ( )
- 102 Digital books found on your device require internet connection to be able to use them ( )
- 103 You can not attach a document to your email ( )
- 104 You can drag charts, graphs, links and texts into a collection in Microsoft Edge ( )



- 105 Browsers can help you search and view videos online ( )
- 106 Reviews and comments of customers are useful for developing company's products ( )
- 107 You can use WordPress to create your website. ( )
- 108 In formal situations, you must not use emojis. ( )
- 109 Being socially responsible includes being don't care of the websites you use. ( )
- 110 Be sure the information you share and its purpose are clear ( )
- 111 To add cell values in MS, excel, you can use symbol" / " ( )
- 112 Dr. Ponce de Leon uses technology to collect data to plan for the future ( )
- 113 ALL customer reviews are fake . ( )
- 114 Contact and About fields are difficult to find . ( )
- 115 The EKB and ADL content haven't search engines . ( )
- 116 Be polite and respectful when communicating online with others . ( )

انتهت الأسئلة مع أطيب الأمنيات بالنجاح والتوفيق



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### Question 01

choose the correct Answer

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 (a) On (b) off (c) pass
- 3 The meta information for the sites are placed ..... each link .  
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- 4 To solve the problem of screen freezes, you can use .....  
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 (a) Synchronous (b) Asynchronous (c) both of them
- 6 recently, ..... are being used instead of power generated from fossil fuels.  
 (a) wind and solar power (b) natural gas and oil (c) a&b
- 7 ..... Communication is appropriate in formal situations.  
 (a) Synchronous (b) Asynchronous (c) both of them
- 8 Online learning environments include ..... Communication  
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- 10 ..... allows you to read more about the site before clicking on the link.  
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- 13 ..... are devices that communicate information back to a computer.  
 3 a sensors b thermostat c wifi
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- (a) books (b) digital articles (c) blogs
- 36 ..... Is/are important social issues.
- (a) fighting pollution (b) climate change (c) a&b
- 37 To create a formula, you can use .....
- (a) + (b) - (c) =
- 38 If a site is spreading false or harmful information, you should .....
- (a) Proceed visiting that site (b) stop visiting that site (c) stop visiting internet
- 39 You can use ..... For collecting data.
- (a) Word & Excel (b) pen & papers (c) all the previous
- 40 The abbreviations and nicknames are only appropriate with .....
- (a) People of authority (b) People of authority (c) close friends
- 41 You can use ..... to send your work to your teacher or colleagues.
- (a) Microsoft word (b) Paint (c) email
- 42 When you're communicating with a person of authority, you should ...
- (a) Be respectful (b) Avoid making jokes (c) a&b
- 43 you can set up a word document to be edited by group members at different locations by setting up.....
- (a) Email (b) online editing (c) online search
- 44 You should be conversational and add warmth to your conversation using
- (a) familiar words (b) contractions (c) a&b
- 45 Using collections feature in Microsoft Edge, You can add .....
- (a) Videos & images (b) text & notes (c) a&b
- 46 Alexandria Digital Library and Egyptian Knowledge Bank are ..... Libraries
- (a) Online (b) offline (c) a&b



- 47 Websites can use information about the sites you visit to show .....  
about your interest.  
(a) Reviews (b) advertisements (c) information
- 48 .....provide one of the largest collection of online resources all  
over the world.  
(a) EKB (b) Wikipedia (c) ADL
- 49 The purpose of non-commercial websites is to .....  
(a) sell products (b) sell services (c) provide information
- 50 ..... help you to save time and find information easily.  
(a) About link (b) menus (c) URL
- 51 The purpose of commercial websites is .....  
(a) Provide information (b) sell products and services (c) raise awareness
- 52 ..... is a software programs that is used to create websites.  
(a) WordPress (b) Excel (c) PowerPoint
- 53 When you start creating your website, you can choose .....  
(a) a blank template (b) pre-loaded template (c) a or b
- 54 ..... websites often include customer reviews and  
advertisements.  
(a) Commercial (b) non-commercial (c) a&b
- 55 ..... help you to avoid scrolling and spending too much time  
looking for information  
(a) Menus (b) About link (c) contact link
- 56 ..... help customers decide if they want to buy a particular  
product or not.  
(a) Reviews (b) EKB (c) a&b
- 57 The Egyptian Knowledge Bank is a great digital library that includes  
(a) Articles and books (b) encyclopedias and dictionaries (c) a&b
- 58 ..... help business to develop products.  
(a) Customer reviews (b) Advertisements (c) a&b



- 59 It's OK to be casual in tone, if you're communicating with .....  
 (a) A person in authority (b) a family member (c) unknown person
- 60 ..... aren't usually good indicators about a product or service's true value.  
 (a) Extreme reactions (b) overly positive reviews (c) a&b
- 61 One of the ways to respect online sources is ..... sources  
 (a) ignore (b) crediting (c) download
- 62 ..... is a web browser that comes with Microsoft Windows.  
 (a) Microsoft Edge (b) Microsoft Word (c) Google chrome
- 63 Many companies include ..... as part of their business plan.  
 (a) money plan (b) rights (c) CSR tasks
- 64 The ..... feature in Microsoft Edge organizes research in one place.  
 (a) add current page (b) Collections (c) toolbar
- 65 The data uploaded by Ms. Keiner, her colleagues and her followers are in the form of ..... that showing the different kinds of debris.  
 (a) GPS map locations (b) infographics (c) a & b
- 66 The first step to start a collection in Microsoft Edge is .....  
 (a) Select collections icon from toolbar (b) add current page (c) type title to the collection
- 67 Personal protective equipment (PPE), such as .....  
 (a) Facemasks (b) disposable gloves (c) a & b
- 68 You can use ..... to edit and save the images you create and insert them into your document.  
 (a) Microsoft word (b) Paint (c) email
- 69 Peg Keiner is from .....  
 (a) New Yourk (b) Chicago (c) China
- 70 Before starting a project, you should discuss ..... in groups.  
 (a) The final product (b) The tools and things needed to deliver the project on time (c) both of them





- 71 You can insert ..... to make text have even more impact in PowerPoint.  
 (a) Audio (b) video (c) WordArt
- 72 You can use ..... to add the values of cells in excel  
 (a) + (b) - (c) =
- 73 ..... allow you to plan your ideas and pre-visualize the results of a presentation.  
 (a) WordArt (b) Storyboards (c) Storytelling
- 74 ..... Program is used to create tables and graphs.  
 (a) MS word (b) MS. Excel (c) MS. PowerPoint
- 75 The time of PowerPoint presentation should not be longer than ..... minutes.  
 (a) 10 (b) 20 (c) 30
- 76 ..... is the program used to handle numeric data.  
 (a) MS word (b) MS. Excel (c) MS. PowerPoint
- 77 You can choose ..... from file menu to save a file as a web page .  
 (a) Save as (b) save (c) share
- 78 ..... Considered a good way to share data, especially numbers.  
 (a) Graphs (b) charts (c) both of them
- 79 The collected data uploaded to the Debris Tracker includes The ..... of PPE litters  
 (a) locations (b) types (c) a&b
- 80 In PowerPoint , You can put important text in ..... font to make that text stand out.  
 (a) Bold (b) normal (c) small
- 81 Egypt's "Go Green" initiative spreads awareness of ..... issues .  
 (a) Technological (b) Health (c) environmental
- 82 You should respect ..... when using other's photos, videos and audio files.  
 (a) The intellectual property rights (b) piracy (c) both of them



- 83 Ms. Keiner piloted social media campaigns on ..... to encourage followers to collect PPE  
 (a) Twitter (b) Instagram (c) a & b
- 84 The font used in a PowerPoint presentation should be no smaller than ..... -point size.  
 (a) 10 (b) 20 (c) 30
- 85 ..... is one of your responsibilities as a digital citizen.  
 (a) Privacy (b) respect other's privacy (c) piracy
- 86 you can use Microsoft Word to create  
 (a) report (b) web pages (c) a & b
- 87 Peg Keiner uses ..... to spread information about how to safely get rid of the problem of PPE.  
 (a) Social media (b) WhatsApp (c) EKB
- 88 The web page heading should have a ..... font size than the rest of the text.  
 (a) smaller (b) larger (c) normal
- 89 When you communicate using ..... Your emotions will be visible  
 (a) Email (b) instant messaging (c) video chat
- 90 Subheadings have a ..... font size than headings.  
 (a) smaller (b) larger (c) normal
- 91 If you are writing to a person that you never meet him, you should ..... yourself first.  
 (a) Introduce (b) produce (c) engage
- 92 The EKB and ADL websites have specialized .....  
 (a) Personal information (b) search engine (c) a. a&b
- 93 ..... is an example of a commercial website .  
 (a) EKB (b) Amazon (c) WordPress
- 94 You can get information about a product by:  
 (a) Reviews (b) advertisements (c) a&b



- 95 ..... is an example of a non-commercial website.
- (a) EKB (b) Amazon (c) Jumia
- 96 Some one write a comment: "It is very bad product, I wish I could evaluate it with zero! " This is considered .....comment.
- (a) Positive (b) negative (c) non of them
- 97 ..... make a suggestion to correct spelling and grammar errors.
- (a) Microsoft Edge (b) Microsoft Editor (c) Microsoft windows
- 98 MS Word can be edited by numerous users at different locations, if there is an available .....
- (a) Keyboard (b) printer (c) internet connection
- 99 To add titles or labels of a graph, you can choose ..... From toolbar.
- (a) Add Chart Element (b) Format (c) Change chart type
- 100 You can change the color of a graph/chart using ..... From toolbar.
- (a) Format (b) Quick layout (c) Change chart type
- 101 An..... is just like your favourite TV show or movie.
- (a) EKB (b) effective presentation (c) tables
- 102 In ....., you can use different background colors.
- (a) Web browsers (b) PowerPoint (c) excel
- 103 You can use..... in PowerPoint to offers alternatives to the normal black-and-white design of your presentation.
- (a) Design tab (b) View tab (c) insert tab
- 104 Full first name is used when you communicate with .....
- (a) classmate you know (b) classmate don't know (c) Your friend
- 105 In nonverbal communication like sending text messages, the meaning may be .....
- (a) Interpreted successfully (b) misinterpreted negatively (c) clear
- 106 Nonverbal communication doesn't show .....
- (a) eye contact (b) gestures& posture (c) a&b



- 107 You can access information online as this is one of your ..... as a digital citizen.  
 (a) responsibilities (b) rights (c) privacy
- 108 Ms. Keiner is a Global Goals Ambassador for the .....  
 (a) United States (b) United Nations (c) United Emirates
- 109 ..... includes taglines that provide short pieces of information about the website.  
 (a) Icons (b) menus (c) About link
- 110 ..... allow visitors to contact or learn more about the people involved in a website.  
 (a) About link (b) contact link (c) both of them
- 111 Commercial websites often include....., which can be helpful to both the business and the customer.  
 (a) customer reviews (b) customer services (c) non of them
- 112 You should click ..... to save this page in the Microsoft Edge collections.  
 (a) Add all pages (b) add next page (c) add current page
- 113 You can select collections icon from ..... Of Microsoft Edge.  
 (a) toolbar (b) Toolbox (c) toolkit
- 114 When searching a topic you can use .....  
 (a) Online sources (b) offline sources (c) both of them

## Question 02

put ( √ ) or ( × )

- 1 [3] General search engines are useful and lead you to reliable pages . ( × )
- 2 [3] All online sources are safe to download programs . ( × )
- 3 [3] E-mail is an example of asynchronous communication, but recorded video is an example of synchronous communication. ( × )
- 4 [3] Binary system uses the values 1 & 2 . ( × )
- 5 [3] Synchronous communication is useful any time ( × )
- 6 [3] Sensors are used to monitor how much energy refrigerators and air conditioners use throughout the day. ( ✓ )



- |    |   |                                                                                    |   |
|----|---|------------------------------------------------------------------------------------|---|
| 7  | 3 | Energy efficiency is not important                                                 | ✗ |
| 8  | 3 | Online libraries are verified and accurate.                                        | ✓ |
| 9  | 3 | We can use technology to solve many problems                                       | ✓ |
| 10 | 3 | Dr. Ponce was able to balance the power grid by moving and storing the electricity | ✓ |
| 11 | 3 | electricity uses in a certain town change throughout the day                       | ✓ |
| 12 | 3 | Using technology to collect data is not important in planning for the future       | ✗ |
| 13 | 3 | video chats, live television shows are examples of asynchronous communication      | ✗ |
| 14 | 3 | Always be sure your message is clear when communicating online                     | ✓ |
| 15 | 3 | software programs are such as Microsoft Office and Google chrome                   | ✓ |
| 16 | 3 | Asynchronous communication is real-time communication                              | ✗ |
| 17 | 3 | All software programs require a restart after updating or installing programs      | ✗ |
| 18 | 3 | The Sensors are devices used to measure temperature                                | ✗ |
| 19 | 3 | Google Maps are accurate and they are regularly updated.                           | ✓ |
| 20 | 3 | All online information is trusted                                                  | ✗ |
| 21 | 3 | Online libraries is one of the ways to get information                             | ✓ |
| 22 | 3 | Specialized search engines may lead you to unreliable pages or unsafe pages.       | ✗ |
| 23 | 3 | All software programs are automatically updated.                                   | ✗ |
| 24 | 3 | You must update all software programs manually                                     | ✗ |
| 25 | 3 | Egypt uses data and information management system                                  | ✓ |
| 26 | 3 | Dr. Diego used technology to reduce energy waste                                   | ✓ |
| 27 | 3 | A Creative Commons search is used to find content that subject to copyright        | ✗ |
| 28 |   | Peg Keiner is a biologist                                                          | ✗ |
| 29 |   | You can save web page from Edit menu                                               | ✗ |
| 30 |   | Twitter and Instagram are common social media platforms                            | ✓ |
| 31 |   | Font size of the main text should be larger than subheadings                       | ✗ |



- 32 The data uploaded to the Debris Tracker was analyzed and the results were used by researchers ☒
- 33 storyboard allows you to tell the story you want in a complicated way. ☐
- 34 The protection from piracy is one of your responsibilities as a digital citizen ☐
- 35 The number of slides in a presentation should be more than 10 slides ☐
- 36 We can use the internet to contribute in social activities that help solve social issues ☒
- 37 In designing posters, It is preferable to use more than three colors to catch the viewer's eye . ☐
- 38 Corporates use the internet to help others ☒
- 39 It is recommended to Put the collected data into specific files and folders ☒
- 40 abbreviations and nicknames are appropriate to communicate with strangers ☐
- 41 It is not necessary to tell your group members that you're sending an attachment via email ☐
- 42 when you are on a video call, your feelings are invisible ☐
- 43 Microsoft Word is an efficient program to use when working on projects. ☒
- 44 The Alexandria Digital Library offers the world's largest collection of online educational resources ☐
- 45 Microsoft editor correct errors without any intervention from your side ☐
- 46 Helpful websites have search engines inside the website ☒
- 47 Commercial websites often include customer reviews ☒
- 48 EKB offers material that is subject to copyright. ☒
- 49 You can't download files from EKB website ☐
- 50 Websites menus waste time when you search for information ☐
- 51 You can be more casual in tone with your teacher ☐
- 52 The Egyptian Knowledge Bank is an example of commercial website. ☐
- 53 To avoid misinterpretation in online communication , You should assume the best ☒
- 54 A review that's overly positive or negative should be trusted. ☐
- 55 Improving health care is considered an important social issue ☒



- 56 If you visit a certain website, or focuses on a specific brand, that brand might pop up more whenever you visit other websites ✓
- 57 Debris Tracker app can be downloaded on your phone for free ✓
- 58 You can't add web pages to your Microsoft Edge collection ✗
- 59 PPE is an abbreviation for personal protective equipment ✓
- 60 You must use the same device to use your collections in Microsoft Edge ✗
- 61 Use simple fonts, so your message is easy to read ✓
- 62 Before starting a project, it is not necessary to discuss what the final product will be. ✗
- 63 The 10-20-30 rule is used in MS excel ✗
- 64 One of the tools you may need for a group project is E-mail ✓
- 65 You can insert shapes in MS word only ✗
- 66 Assigning roles to the group members is crucial when starting a project ✓
- 67 AutoSum is used to sum cell values automatically in excel. ✓
- 68 Understanding the roles group members will play in the project is important. ✓
- 69 Be sure to answer any questions group members may have ✓
- 70 When researching a topic, you should first define a research question ✓
- 71 Group members cannot work together on a Word document at the same time. ✗
- 72 Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. ✓
- 73 You can decide either to accept or ignore each suggestion of the editor ✓
- 74 WordArt is an amazing feature in Excel ✗
- 75 Google chrome is a type of browsers that comes with Windows ✗
- 76 It is recommended to put important text in bold to make key information stand out. ✓
- 77 Some rival business write negative reviews on their competitors' sites ✓
- 78 The intellectual property rights of others is not important when using their photos or videos ✗
- 79 The purpose of non-commercial websites is to sell products or services ✗



- 80 A PowerPoint Presentation should present too much information ☐
- 81 Icons on a website can be clicked to reach other sections or webpages ☒
- 82 Subheadings have a larger font size than headings ☐
- 83 You should use full sentences, proper grammar and correct spelling. ☒
- 84 web pages can't include audio and video ☐
- 85 Being socially responsible includes being mindful of the websites you use ☒
- 86 Web pages just include large images ☐
- 87 The "Go Green" initiative in Egypt spreads awareness of environmental issues ☒
- 88 Debris Tracker app record the location only ☐
- 89 you can use Microsoft Word to create a web page ☒
- 90 The audio you added to your presentation should be too long to attract more people ☐
- 91 An effective presentation is just like your favorite TV show or movie ☒
- 92 MS word is used to collect numeric data ☐
- 93 It is not available to edit a Word document online ☐
- 94 You can't add videos or links to a collection in Microsoft Edge ☐
- 95 Reviews and comments affect positively or negatively on products and services. ☒
- 96 Non-commercial websites are used to raise awareness on an issue ☒
- 97 ADL is considered on of the unreliable online sources ☐
- 98 When you are writing messages, feelings are more easy to convey ☐
- 99 piracy is one of your rights as a digital citizen. ☐
- 100 Ms. Keiner work alone to collect litter data ☐
- 101 Microsoft PowerPoint is used to create an effective presentation ☒
- 102 Digital books found on your device require internet connection to be able to use them ☐
- 103 You can not attach a document to your email ☐
- 104 You can drag charts, graphs, links and texts into a collection in Microsoft Edge ☒



- 105 Browsers can help you search and view videos online ✓
- 106 Reviews and comments of customers are useful for developing company's products ✓
- 107 You can use WordPress to create your website. ✓
- 108 In formal situations, you must not use emojis. ✗
- 109 Being socially responsible includes being don't care of the websites you use. ✗
- 110 Be sure the information you share and its purpose are clear ✓
- 111 To add cell values in MS, excel, you can use symbol" / " ✗
- 112 Dr. Ponce de Leon uses technology to collect data to plan for the future ✓
- 113 ALL customer reviews are fake ✗
- 114 Contact and About fields are difficult to find ✗
- 115 The EKB and ADL content haven't search engines ✗
- 116 Be polite and respectful when communicating online with others ✓

تم بحمد الله ،

بسم الله الرحمن الرحيم " إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ إِنَّا لَا نُضِيعُ أَجْرَ مَنْ أَحْسَنَ عَمَلًا " صدق الله العظيم

